

Making an enquiry

1. State who you are.

eg I / (We) am (are) students from _____ School.

2. State why you are contacting them.

eg I / (We) require information about _____ (name the catchment, lake, wetland, etc) for the online, educational, eco-game called Murder under the Microscope.

3. State what you want to know.

eg What the catchment is like, its plants and animals and the threats (or problems) in the catchment.

4. Mention that you need the information quickly and that a reply via fax or e-mail would be ideal.

Ensure you highlight the school's email address and fax number on your e-mail and or fax to make it easy for the organisation or person to reply.

5. If the person cannot be of assistance to you, ask if they can give you a contact name and number of someone who can help you.

6. Thank them for any assistance they can provide.

7. Sign / and or print your name(s) at the end of your written request.